



COMMITTEE ROUTING	
Administrative/Finance	<input checked="" type="checkbox"/>
Operations	<input checked="" type="checkbox"/>
Executive	<input checked="" type="checkbox"/>

ACTION AGENDA SUMMARY

AGENDA DATE: May 28, 2024

COMMISSION AGENDA #: 7.C. (PUBLIC HEARING)

SUBJECT:

Public Hearing to Consider Approval of Amendments to the Policies and Procedures Manual and Adoption of the Policies and Procedures Manual

BACKGROUND:

The Children and Families Commission has an approved Policies and Procedures Manual to govern Commission and contractor operations. The current Manual can be found on the First 5 Stanislaus website on the Commission information page: <http://www.first5stan.org/commission.shtm>. Staff periodically review the manual and recommended changes are brought to the Commission for consideration. Changes are recommended for approval to Sections 1, 2, 4, and 7. It is also recommended to approve the Policies and Procedures Manual in its entirety.

Attached to this summary are the changes recommended for Sections 1, 2, 4, and 7 of the Policies and Procedures Manual noted in track changes.

- Section 1- Minor non-substantive modifications throughout the section.
- Section 2- Minor non-substantive modifications throughout the section.
- Section 4- Minor non-substantive modifications throughout the section.
- Section 7- Modify section 7.1 sub-bullet to state the following:
 - For all Commission funded activities and events, contractors and partnering organizations shall use the Commission logo on printed materials, promotional information, products, etc. and must receive approval as to form and content prior to final printing and dissemination. The approval shall come from the Commission’s Executive Director or designee.
- Section 204- Modify language and approved policy update for GSA.
- Section 400- Non-substantive language modifications.
- Section 500- Non-substantive language modifications.

If staff recommendations are approved by the Commission, the Policy & Procedure Manual will be updated to reflect the policy revisions as well as other minor, non-substantive modifications such as numbering and formatting as needed.

The Administrative and Financial Committee, Operations Committee, and Executive Committee were updated on this project at their respective meetings on May 13th, May 16th, May 22nd.

STAFF RECOMMENDATIONS:

1. Conduct a public hearing on the recommended revisions to the Policies and Procedures Manual.
 2. Adopt the Policies and Procedures Manual changes as presented.
 3. Adopt the Policies and Procedures Manual in its entirety.
 4. Authorize staff to make minor, non-substantive changes to the Policies and Procedures Manual and to place the Manual on the First 5 Stanislaus website.
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FISCAL IMPACT:

There is no direct fiscal impact associated with this agenda item.

COMMISSION ACTION:

On motion of Commissioner _____; Seconded by Commissioner _____

And approved by the following vote:

Ayes: Commissioner(s): _____

Noes: Commissioner(s): _____

Excused or Absent Commissioner(s): _____

Abstaining: Commissioner(s): _____

1) _____ Approved as recommended.

2) _____ Denied.

3) _____ Approved as amended.

Motion: _____

Attest: _____

Sonia Ramirez, Confidential Assistant IV